

HOT WORK PERMIT

This Hot Work Permit is required for any operation that involves open flames, or produces heat or sparks. This includes, but is not limited to, **brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing and welding** outside of designated hot work areas (Physical Plant Grounds, DePree Sculpture, Theatre Scene Shop, Transportation)

Instructions: Fill out this form in its entirety. Submit completed form to Occupational Health and Fire Safety Office.

POST THE APPROVED PERMIT DURING PERFORMANCE OF HOT WORK AND 30-MINUTE FIREWATCH

HOT WORK DESCRIPTION:
 Performed by: Hope Employee _____ Contractor _____
 Date: _____ WO/Job #: _____
 Building and Floor: _____
 Name of Hot Worker: _____
 Name of Fire Watch: _____
 Company (if contractor): _____

MAINTENANCE / PROJECT MANAGER INSTRUCTIONS:
Contractor Work: Jobsite supervisor or Hope Project Manager (PM);
 1) Verifies the "Required Precautions Checklist" have been completed and checked off; 2) Complete required sections; 3) Returns completed permit to Occupational Health and Fire Safety
Hope Employee Hot Work: Maintenance Manager;
 1) Verifies the "Required Precautions Checklist" right have been taken and checked off; 2) Completes required section
 3) Returns permit to Hope Occupational Health and Fire Safety

VERIFICATION (Jobsite Mgr, Maint Mgr, or Project Mgr)
 I verify that I have examined the Hot Work location above, the **REQUIRED PRECAUTIONS CHECKLIST** is complete, all associated precautions have been taken, that this completed permit will be posted until fire watch is complete, and I authorize this work to take place.
Name (Print): _____
Signature: _____

PRIOR TO HOT WORK:
HOT WORKER & FIRE WATCH VERIFICATION
 I verify that I have examined the Hot Work location (as well as adjacent areas to which sparks and heat might spread), the Checklist is complete, all associated precautions have been taken, and my supervisor has authorized this Hot Work.
Signed (Hot Worker): _____
 I shall provide fire watch throughout the Hot Work and for 30 minutes thereafter.
Signed (Fire Watcher): _____
Work Started: _____ AM/PM

HOPE MAINT MGR OR PROJECT MANAGER:
 Name: _____ Ext. _____
 Campus Safety was notified of the hot work to be performed, and has deactivated any smoke/fire detectors in close proximity
Signed: _____

REQUIRED PRECAUTIONS CHECKLIST
 Available fire protection systems (e.g: sprinklers, hose streams and extinguishers are in service/operable with current inspection tags.
 "Fire Watcher" is aware of nearest fire-pull
 Hot Work equipment is in good repair.
 Hope Maint Mgr or Project Manager (if work to be done by contractor) has completed lower left corner of permit.

Requirements Within 35 ft. of Hot Work
 Flammable liquids, dust, lint, and oil deposits removed.
 Explosive atmosphere in area eliminated.
 Floors swept clean.
 Combustible floors wet down; covered with damp sand, or fire-resistant sheets.
 Remove other combustibles where possible.
 Otherwise, protect with approved welding pads, blankets, curtain fire-resistive tarpaulins, or metal shields.
 All wall and floor openings covered.
 Approved fire-resistive welding pads, blankets, curtains, or fire tarpaulins installed under and around work.

Hot Work on walls, ceilings, or roofs
 Construction is non-combustible and without combustible covering or insulation.
 Combustible material on other side of walls, ceilings or roof is moved away.

Hot work on enclosed equipment
 Enclosed equipment cleaned of all combustible material.
 Containers purged of ignitable liquid/vapors
 Pressurized vessels and equipment removed from service, isolated, and vented.

Fire Watch/Hot Work Area Monitoring
 Fire watch will be provided during and for 30 minutes after work. (including any break activity).
 Fire watch is supplied with suitable extinguishers.
 Fire watch is trained in use of equipment and in sounding alarm
 Fire watch may be required in adjoining areas, above and below
 Monitor hot work area for 30 minutes after job is completed

FOLLOWING HOT WORK:
FIRE WATCH - FINAL INSPECTION
 Following the Hot Work, I or my Hope contact notified Campus Safety to re-activate any smoke/fire detectors that were de-activated. I then monitored the Hot Work area for 30 minutes (**with permit posted**), and hereby verify it to be fire safe.
Signed (Fire Watcher): _____
Work Completed: _____ AM/PM

****Electronic signatures will not be accepted, must be hand-written**

Approved permit (signed below) must be posted and returned to Occupational Health and Fire Safety Office (Anna Kroening) upon completion of work.

Approval (Maint Mgr, PM, Safety Mgr) _____ Date Permit Expires: _____ Time Permit Expires: _____